CBA Reconciliation Process

DoN APC Conference
Government Travel Charge Card
Atlanta, Georgia
March 1-2, 2004

Jim Knox, Sr.

Agenda

- Central Account vs. Transaction Account
- Tracking Your Invoice
- Status Codes
- Steps to Take if Your Invoice is in “M” Status
- Contact Info for Obligation Problems

Central Account vs. Transaction Account

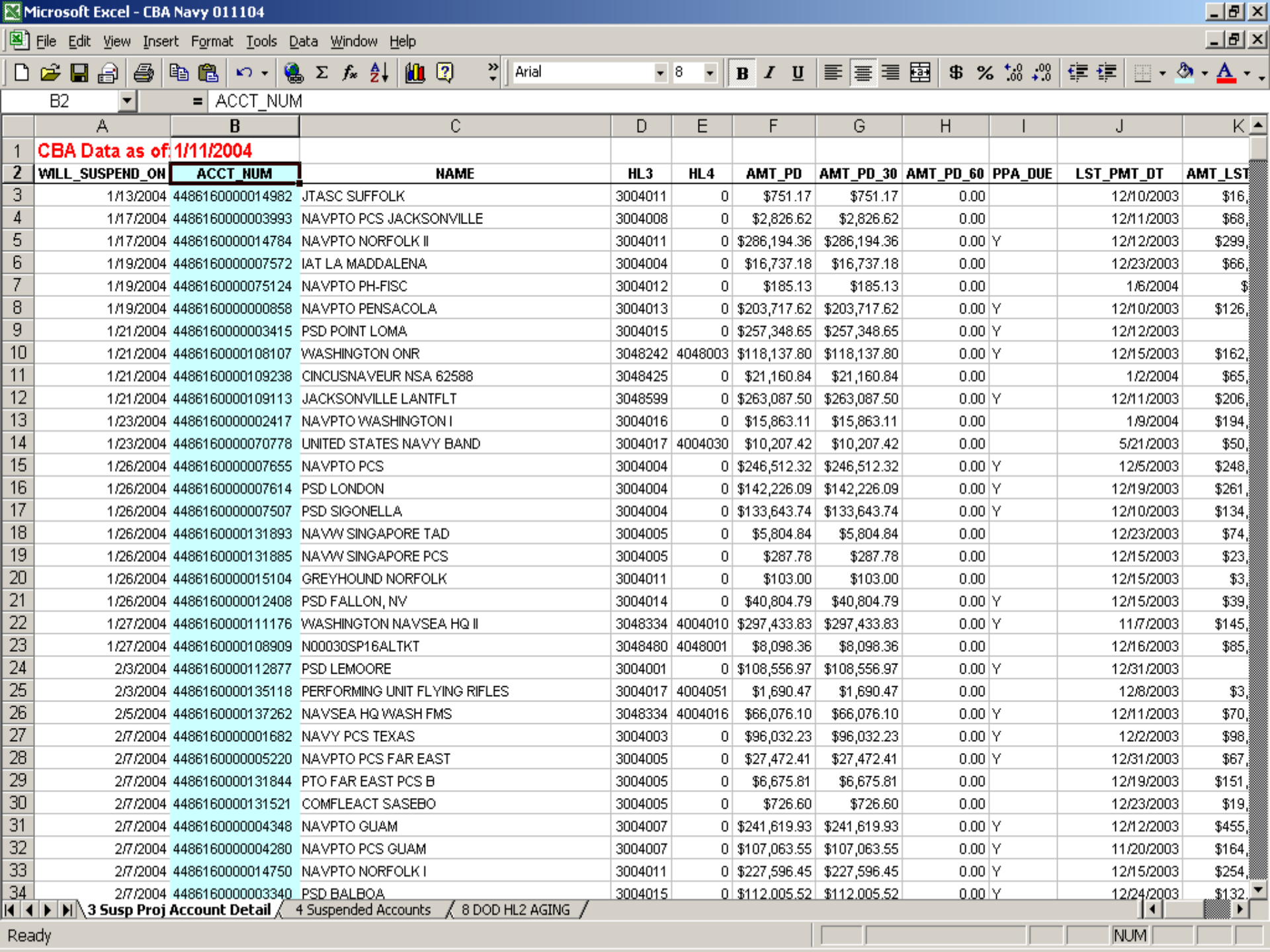
- Every CBA Account has two account numbers – a Central and a Transaction account number.
- The transaction account is used by SATO to charge transportation costs each day.
- At the account's cycle date, all transactions in the Transaction Account "roll up" to the Central Account for billing

Central Account vs. Transaction Account

- Transaction files are loaded into One Pay using the Transaction Numbers, not the Central (Parent) Number.
- The DFAS file you are sent daily by our office is a “snapshot” of all the invoices in One Pay to be paid.
- The hard copy invoice you receive from BoA at cycle’s end uses the Central Account number

Central Account vs. Transaction Account

The weekly “CBA Status Report” that the bank creates and eBUSOPSOFF forwards to you each week uses the central number.



Microsoft Excel - CBA Navy 011104

File Edit View Insert Format Tools Data Window Help

Arial 8

B2 = ACCT_NUM

	A	B	C	D	E	F	G	H	I	J	K
1	CBA Data as of:	1/11/2004									
2	WILL_SUSPEND_ON	ACCT_NUM	NAME	HL3	HL4	AMT_PD	AMT_PD_30	AMT_PD_60	PPA_DUE	LST_PMT_DT	AMT_LST
3	1/13/2004	4486160000014982	JTASC SUFFOLK	3004011	0	$751.17	$751.17	0.00		12/10/2003	$16,
4	1/17/2004	4486160000003993	NAVPTO PCS JACKSONVILLE	3004008	0	$2,826.62	$2,826.62	0.00		12/11/2003	$68,
5	1/17/2004	4486160000014784	NAVPTO NORFOLK II	3004011	0	$286,194.36	$286,194.36	0.00	Y	12/12/2003	$299,
6	1/19/2004	4486160000007572	IAT LA MADDALENA	3004004	0	$16,737.18	$16,737.18	0.00		12/23/2003	$66,
7	1/19/2004	4486160000075124	NAVPTO PH-FISC	3004012	0	$185.13	$185.13	0.00		1/6/2004	$
8	1/19/2004	4486160000000858	NAVPTO PENSACOLA	3004013	0	$203,717.62	$203,717.62	0.00	Y	12/10/2003	$126,
9	1/21/2004	4486160000003415	PSD POINT LOMA	3004015	0	$257,348.65	$257,348.65	0.00	Y	12/12/2003	
10	1/21/2004	4486160000108107	WASHINGTON ONR	3048242	4048003	$118,137.80	$118,137.80	0.00	Y	12/15/2003	$162,
11	1/21/2004	4486160000109238	CINCUSNAVEUR NSA 62588	3048425	0	$21,160.84	$21,160.84	0.00		1/2/2004	$65,
12	1/21/2004	4486160000109113	JACKSONVILLE LANTFLT	3048599	0	$263,087.50	$263,087.50	0.00	Y	12/11/2003	$206,
13	1/23/2004	4486160000002417	NAVPTO WASHINGTON I	3004016	0	$15,863.11	$15,863.11	0.00		1/9/2004	$194,
14	1/23/2004	4486160000070778	UNITED STATES NAVY BAND	3004017	4004030	$10,207.42	$10,207.42	0.00		5/21/2003	$50,
15	1/26/2004	4486160000007655	NAVPTO PCS	3004004	0	$246,512.32	$246,512.32	0.00	Y	12/5/2003	$248,
16	1/26/2004	4486160000007614	PSD LONDON	3004004	0	$142,226.09	$142,226.09	0.00	Y	12/19/2003	$261,
17	1/26/2004	4486160000007507	PSD SIGONELLA	3004004	0	$133,643.74	$133,643.74	0.00	Y	12/10/2003	$134,
18	1/26/2004	4486160000131893	NAVW SINGAPORE TAD	3004005	0	$5,804.84	$5,804.84	0.00		12/23/2003	$74,
19	1/26/2004	4486160000131885	NAVW SINGAPORE PCS	3004005	0	$287.78	$287.78	0.00		12/15/2003	$23,
20	1/26/2004	4486160000015104	GREYHOUND NORFOLK	3004011	0	$103.00	$103.00	0.00		12/15/2003	$3,
21	1/26/2004	4486160000012408	PSD FALLON, NV	3004014	0	$40,804.79	$40,804.79	0.00	Y	12/15/2003	$39,
22	1/27/2004	4486160000111176	WASHINGTON NAVSEA HQ II	3048334	4004010	$297,433.83	$297,433.83	0.00	Y	11/7/2003	$145,
23	1/27/2004	4486160000108909	N00030SP16ALTKT	3048480	4048001	$8,098.36	$8,098.36	0.00		12/16/2003	$85,
24	2/3/2004	4486160000112877	PSD LEMOORE	3004001	0	$108,556.97	$108,556.97	0.00	Y	12/31/2003	
25	2/3/2004	4486160000135118	PERFORMING UNIT FLYING RIFLES	3004017	4004051	$1,690.47	$1,690.47	0.00		12/8/2003	$3,
26	2/5/2004	4486160000137262	NAVSEA HQ WASH FMS	3048334	4004016	$66,076.10	$66,076.10	0.00	Y	12/11/2003	$70,
27	2/7/2004	4486160000001682	NAVY PCS TEXAS	3004003	0	$96,032.23	$96,032.23	0.00	Y	12/2/2003	$98,
28	2/7/2004	4486160000005220	NAVPTO PCS FAR EAST	3004005	0	$27,472.41	$27,472.41	0.00	Y	12/31/2003	$67,
29	2/7/2004	4486160000131844	PTO FAR EAST PCS B	3004005	0	$6,675.81	$6,675.81	0.00		12/19/2003	$151,
30	2/7/2004	4486160000131521	COMFLEACT SASEBO	3004005	0	$726.60	$726.60	0.00		12/23/2003	$19,
31	2/7/2004	4486160000004348	NAVPTO GUAM	3004007	0	$241,619.93	$241,619.93	0.00	Y	12/12/2003	$455,
32	2/7/2004	4486160000004280	NAVPTO PCS GUAM	3004007	0	$107,063.55	$107,063.55	0.00	Y	11/20/2003	$164,
33	2/7/2004	4486160000014750	NAVPTO NORFOLK I	3004011	0	$227,596.45	$227,596.45	0.00	Y	12/15/2003	$254,
34	2/7/2004	4486160000003340	PSD BALBOA	3004015	0	$112,005.52	$112,005.52	0.00	Y	12/24/2003	$132,

3 Susp Proj Account Detail | 4 Suspended Accounts | 8 DOD HL2 AGING

Ready NUM

Central Account vs. Transaction Account

The “DFAS Files” that eBUSOPSOFF sends to you each day lists the invoices by transaction number.

undr500k18 - Notepad

File Edit Format Help

DCN	INV NR	INV REC DT	INV GROSS AMT	FIPC REC D	STATU
4AFL3CA	0160728000008	2003-12-19	137460.45	2004-01-06	A
3KFL3DI	809360000060	2003-11-12	288886.92	2003-11-13	D
3LFL3FN	00111143000040	2003-12-12	111926.78	2003-12-18	D
3LFL3FY	029170000061	2003-12-17	58590.80	2003-12-22	D
3LFL3HR	0114634000035	2003-12-19	37341.22	2003-12-29	D
3LFL3IE	0102712000043	2003-12-23	29655.67	2003-12-24	D
4AFL3AC	00108339000040	2003-12-09	112182.84	2004-01-06	D
4AFL3AD	0146677000015	2003-12-29	49010.21	2004-01-06	D
4AFL3AG	00108271000039	2003-12-29	65159.30	2004-01-06	D
4AFL3AQ	00113313000036	2003-12-23	220311.04	2004-01-06	D
4AFL3AY	00111283000040	2004-01-05	115671.88	2004-01-06	D
4AFL3BC	00111325000032	2003-12-29	323342.89	2004-01-06	D
4AFL3BU	00137270000021	2003-12-09	66375.10	2004-01-06	D
4AFL3CC	0155918000012	2003-12-19	5701.00	2004-01-06	D
4AFL3CH	0156106000005	2003-12-31	14900.55	2004-01-06	D
4AFL3CL	0108511000040	2004-01-06	34253.08	2004-01-08	D
4AFL3CQ	00108735000040	2004-01-07	14182.00	2004-01-08	D
4AFL3CR	00108537000040	2003-12-27	44762.59	2004-01-08	D
3KFL3DK	00036241000060	2003-11-12	102552.13	2003-11-14	M
3KFL3FW	030160000060	2003-11-17	1268.90	2003-11-20	M
3LFL3AB	029998000060	2003-11-24	368886.24	2003-11-28	M
3LFL3AF	031317000060	2003-11-26	217361.34	2003-11-28	M
3LFL3BK	029154000060	2003-11-28	337894.48	2003-12-02	M
3LFL3CU	030749000060	2003-12-01	41257.20	2003-12-08	M
3LFL3DK	029410000060	2003-12-01	173496.31	2003-12-03	M
3LFL3EP	029360000061	2003-12-10	163986.20	2003-12-12	M
3LFL3FR	028164000061	2003-12-16	156910.87	2003-12-18	M
3LFL3FT	030657000061	2003-12-11	179441.74	2003-12-18	M
3LFL3FU	028206000061	2003-12-17	135748.21	2003-12-18	M
3LFL3FW	031770000061	2003-12-17	238598.11	2003-12-18	M
3LFL3GC	029188000061	2003-12-18	108385.90	2003-12-22	M

Tracking Your Invoice (if you don't use One Pay)

- Here's what to do to find the status of your invoice after it's loaded into One Pay:
  - Open the daily "DFAS Files" from our email
  - Click on "Edit", then "Find" – a box will appear for you to enter in the numbers to search

Tracking Your Invoice (if you don't use One Pay)

Tracking Your Invoice (if you don't use One Pay)

- After entering the last 5 or 6 digits of your TRANSACTION number, click on "find next". If your invoice has been loaded into One Pay, your transaction account should be highlighted.

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File Edit Format Help

DCN	INV NR	INV REC DT	INV GROSS AMT	FIPC REC D	STATU
4AFL3CA	0160728000008	2003-12-19	137460.45	2004-01-06	A
3KFL3DI	809360000060	2003-11-12	288886.92	2003-11-13	D
3LFL3FN	00111143000040	2003-12-12	111926.78	2003-12-18	D
3LFL3FY	029170000061	2003-12-17	58590.80	2003-12-22	D
3LFL3HR	0114634000035	2003-12-19	37341.22	2003-12-29	D
3LFL3IE	0102712000043	2003-12-23	29655.67	2003-12-24	D
4AFL3AC	00108339000040	2003-12-09	112182.84	2004-01-06	D
4AFL3AD	0146677000015	2003-12-29	49010.21	2004-01-06	D
4AFL3AG	00108271000039	2003-12-29	65159.30	2004-01-06	D
4AFL3AQ	00113313000036	2003-12-23	220311.04	2004-01-06	D
4AFL3AY	00111283000040	2004-01-05	115671.88	2004-01-06	D
4AFL3BC	00111325000032	2003-12-29	323342.89	2004-01-06	D
4AFL3BU	00137270000021	2003-12-09	66375.10	2004-01-06	D
4AFL3CC	0155918000012	2003-12-19	5701.00	2004-01-06	D
4AFL3CH	0156106000005	2003-12-31	14900.55	2004-01-06	D
4AFL3CL	0108511000040	2004-01-06	34253.08	2004-01-08	D
4AFL3CQ	00108735000040	2004-01-07	14182.00	2004-01-08	D
4AFL3CR	00108537000040	2003-12-27	44762.59	2004-01-08	D
3KFL3DK	00036241000060	2003-11-12	102552.13	2003-11-14	M
3KFL3FW	030160000060	2003-11-17	1268.90	2003-11-20	M
3LFL3AB	029998000060	2003-11-24	368886.24	2003-11-28	M
3LFL3AF	031317000060	2003-11-26	217361.34	2003-11-28	M
3LFL3BK	029154000060	2003-11-28	337894.48	2003-12-02	M
3LFL3CU	030749000060	2003-12-01	41257.20	2003-12-08	M
3LFL3DK	029410000060	2003-12-01	173496.31	2003-12-03	M
3LFL3EP	029360000061	2003-12-10	163986.20	2003-12-12	M
3LFL3FR	028164000061	2003-12-16	156910.87	2003-12-18	M
3LFL3FT	030657000061	2003-12-11	179441.74	2003-12-18	M
3LFL3FU	028206000061	2003-12-17	135748.21	2003-12-18	M
3LFL3FW	031770000061	2003-12-17	238598.11	2003-12-18	M
3LFL3GC	029188000061	2003-12-18	108385.90	2003-12-22	M

Tracking Your Invoice (if you don't use One Pay)

Let's look at what information is included on the line for your invoice:

- DCN number – assigned by DFAS
- Transaction number and invoice #
- Date hard copy invoice was received
- Invoice gross amount
- Date data file from SATO was received
- The invoice status
- Amount of interest accrued

Status Codes

- "A" - Invoice is awaiting a corrective action by a vendor pay technician
- "D" – Invoice will pay today
- "Q" - Invoice is a net 30 day invoice and is ready to pay
- "V" - Invoice is ready to pay awaiting verification from certifiers
- "M" - Invoice is held up due to obligations that did not match.

Status Codes

- Causes of “M” Status Codes
  - Data entry errors
  - Late obligations from Commands
  - Insufficient Obligations

Steps to Take if Your Invoice is in "M" Status

- Highlight the DCN number in the far left column for the invoice you want to research
- Click on "Edit"
- Click on "copy"

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File Edit Format Help

DCN	INV NR	INV REC DT	INV GROSS AMT	FIPC REC D	STATU
4AFL3CA	0160728000008	2003-12-19	137460.45	2004-01-06	A
3KFL3DI	809360000060	2003-11-12	288886.92	2003-11-13	D
3LFL3FN	00111143000040	2003-12-12	111926.78	2003-12-18	D
3LFL3FY	029170000061	2003-12-17	58590.80	2003-12-22	D
3LFL3HR	0114634000035	2003-12-19	37341.22	2003-12-29	D
3LFL3IE	0102712000043	2003-12-23	29655.67	2003-12-24	D
4AFL3AC	00108339000040	2003-12-09	112182.84	2004-01-06	D
4AFL3AD	0146677000015	2003-12-29	49010.21	2004-01-06	D
4AFL3AG	00108271000039	2003-12-29	65159.30	2004-01-06	D
4AFL3AQ	00113313000036	2003-12-23	220311.04	2004-01-06	D
4AFL3AY	00111283000040	2004-01-05	115671.88	2004-01-06	D
4AFL3BC	00111325000032	2003-12-29	323342.89	2004-01-06	D
4AFL3BU	00137270000021	2003-12-09	66375.10	2004-01-06	D
4AFL3CC	0155918000012	2003-12-19	5701.00	2004-01-06	D
4AFL3CH	0156106000005	2003-12-31	14900.55	2004-01-06	D
4AFL3CL	0108511000040	2004-01-06	34253.08	2004-01-08	D
4AFL3CQ	00108735000040	2004-01-07	14182.00	2004-01-08	D
4AFL3CR	00108537000040	2003-12-27	44762.59	2004-01-08	D
3KFL3DK	00036241000060	2003-11-12	102552.13	2003-11-14	M
3KFL3FW	030160000060	2003-11-17	1268.90	2003-11-20	M
3LFL3AB	029998000060	2003-11-24	368886.24	2003-11-28	M
3LFL3AF	031317000060	2003-11-26	217361.34	2003-11-28	M
3LFL3BK	029154000060	2003-11-28	337894.48	2003-12-02	M
3LFL3CU	030749000060	2003-12-01	41257.20	2003-12-08	M
3LFL3DK	029410000060	2003-12-01	173496.31	2003-12-03	M
3LFL3EP	029360000061	2003-12-10	163986.20	2003-12-12	M
3LFL3FR	028164000061	2003-12-16	156910.87	2003-12-18	M
3LFL3FT	030657000061	2003-12-11	179441.74	2003-12-18	M
3LFL3FU	028206000061	2003-12-17	135748.21	2003-12-18	M
3LFL3FW	031770000061	2003-12-17	238598.11	2003-12-18	M
3LFL3GC	029188000061	2003-12-18	108385.90	2003-12-22	M

Steps to Take if Your Invoice is in "M" Status

Go to the GTSWEB site at:

https://mzd.mech.disa.mil/STARS/GTSWEB

This will take you to the following screen:

GTS Financial Data - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Search Favorites History

Address https://mzd.mech.disa.mil/STARS/GTSWEB/ Go Links

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GTS Financial Data

Insufficient Obligations

Paid Invoices

MZD Home Page

Page Hits

Done Internet

Steps to Take if Your Invoice is in "M" Status

Click on "Insufficient Obligations" and the main data screen will look like this:

GTS Search Criteria - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Search Favorites History

Address https://mzd.mech.disa.mil/STARS/GTSWEB/gtspanel.wrkexec Go Links

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GTS Search Criteria

Insufficient Obligations

New Transactions Since 1/10/2004 ---> 1

[ ] <--- APPN [ ] <--SUBHEAD [ ] <--- BCN [ ] <--- DCN

[ ] <--- AAA [ ] <--- Certifying UIC: [ ] <--- UIC

Partial Strings

- (•) Entries that start with the values above
- ( ) Entries that contain the values above

Output Destination

- (•) Display Matching Entries at Browser
- ( ) Place Matching Entries in a File for Download

Primary Sort Field

- (•) Sort Output by APPN value
- ( ) Sort Output by SUBHEAD
- ( ) Sort Output by BCN
- ( ) Sort Output by DCN
- ( ) Sort Output by AAA
- ( ) Sort Output by Certifying UIC
- ( ) Sort Output by UIC

Secondary Sort Field

- (•) Sort Output by APPN value
- ( ) Sort Output by SUBHEAD
- ( ) Sort Output by BCN
- ( ) Sort Output by DCN
- ( ) Sort Output by AAA
- ( ) Sort Output by Certifying UIC
- ( ) Sort Output by UIC

Submit Search | Clear form

Notes on input fields above:

- **All** input fields are optional. If **no** value is specified for a field, **all** entries in the database are considered a match for that field.

<MZD Home Page>

Page Hits

Done Internet

Steps to Take if Your Invoice is in "M" Status

- Place the cursor in the upper right hand corner data entry block called "DCN"
- Right click on your mouse and left click on "paste"
- This will enter the DCN number that you copied from the DFAS files into the data entry block

GTS Search Criteria - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

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GTS Search Criteria

Insufficient Obligations

New Transactions Since 1/10/2004 ---> 1

[ ] <--- APPN [ ] <--SUBHEAD [ ] <--- BCN [3LFL3EP] <--- DCN

[ ] <--- AAA [ ] <--- Certifying UIC: [ ] <--- UIC

Partial Strings

- (•) Entries that start with the values above
- ( ) Entries that contain the values above

Output Destination

- (•) Display Matching Entries at Browser
- ( ) Place Matching Entries in a File for Download

Primary Sort Field

- (•) Sort Output by APPN value
- ( ) Sort Output by SUBHEAD
- ( ) Sort Output by BCN
- ( ) Sort Output by DCN
- ( ) Sort Output by AAA
- ( ) Sort Output by Certifying UIC
- ( ) Sort Output by UIC

Secondary Sort Field

- (•) Sort Output by APPN value
- ( ) Sort Output by SUBHEAD
- ( ) Sort Output by BCN
- ( ) Sort Output by DCN
- ( ) Sort Output by AAA
- ( ) Sort Output by Certifying UIC
- ( ) Sort Output by UIC

[Submit Search] [Clear form]

Notes on input fields above:

- **All** input fields are optional. If **no** value is specified for a field, **all** entries in the database are considered a match for that field.

<MZD Home Page>

Page Hits

Internet

Steps to Take if Your Invoice is in "M" Status

- After clicking on "Submit", the next screen will list the particular transactions on your invoice that are suspended, the accounting data, and give you the reason code:
- "WN" means no obligations exist
- "WM" means insufficient obligations

GTS Search Results - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Search Favorites History

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Records Meeting Search Criteria (5)

V Number	INV DATE	INV GROSS	REQ AMT	REQ Number	BF	APPN	SUBHEAD	BCN	AAA	REQ ACRN	FIPC DATE	INPUT DATE	REQ ER001 1	REQ ER001 2
00029360000061	2003-12-10	163986.20	220.00	N4599704TOCU006	04	1804	22TO	45997	A68892	AA	2003-12-12	2003-12-15	WN	
00029360000061	2003-12-10	163986.20	617.50	N4599704TOCU003	04	1804	22TO	45997	A68892	AA	2003-12-12	2003-12-15	WN	
00029360000061	2003-12-10	163986.20	617.50	N4599704TO00164	04	1804	22T0	45997	A68892	AA	2003-12-12	2003-12-15	WN	
00029360000061	2003-12-10	163986.20	617.50	N4599704TOCU003	04	1804	22TO	45997	A68892	AA	2003-12-12	2003-12-15	WN	
00029360000061	2003-12-10	163986.20	90.00	N0017104TO00004	04	1804	52FA	00171	A68892	AA	2003-12-12	2003-12-15	WN	

Page Hits

Internet